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SECRETARY

# The Commonwealth of Massachusetts

## Executive Office of Public Safety

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March 15, 2001

Dear Police Chief or other Law Enforcement Official:

In August 2000, Governor Cellucci signed into law Chapter 228 of the Acts of 2000, "*An Act Providing for the Collection of Data Relative to Traffic Stops.*" Many if not all of you are aware of the new law and had the opportunity to learn more through a training seminar sponsored by the Massachusetts Criminal Justice Training Council and the Municipal Police Institute last December.

The stated purpose of this law is to ensure that adequate efforts are being made to identify and eliminate racial and gender profiling by police officers. Among other requirements, the law provides for the issuance of a new Massachusetts Uniform Citation and protocol on how to use the new citation. A supply of the new "K" series Massachusetts Uniform Citation will be shipped to you during the next two weeks. You must begin using the new citation on ***Sunday, April 1, 2001***. All "H" series Massachusetts Uniform Citations must be destroyed. You may burn or shred the old books. Please write "destroyed" on the audit sheets and then submit these audit sheets to the Registry of Motor Vehicles' warehouse located at 116 York Avenue, Randolph, MA 02368.

Additionally, a supply of yellow envelopes will be shipped to you in the next two weeks. These yellow envelopes must be used when submitting warnings to the RMV. Please remind officers that all citations and warnings must be completely filled out and that copies must be separated and forwarded as indicated. The data collection mandated by the legislation depends on the quality of the data your officers submit.

Enclosed with this cover letter is the protocol on how to use the new citation. This protocol should be distributed to all officers in your department together with the new citation books. The changes to the citation as highlighted in the protocol are as follows:

- Officers must use the race codes identified in the protocol to record race on the citation.
- Officers must record gender on the citation.
- Officers must indicate whether or not they conducted a motor vehicle search for all *non-inventory* motor vehicle searches involving the issuance of a citation, warning or arrest.

- The citation includes a statement about the new \$25 surcharge on all speeding fines. Monies collected from this surcharge will be placed into the Head Injury Trust Fund in accordance with state law.

To assist officers in your department with completing the new citation, we have enclosed stickers that identify the six race codes and their definitions (e.g. “W” = White). Please make these stickers available to your officers so that they can promptly familiarize themselves with the new codes.

Also enclosed is a model policy and procedure on racial and gender profiling submitted by the Massachusetts Chiefs of Police Association and approved by me as the Secretary of Public Safety as required by the statute. This policy will be incorporated into the Criminal Justice Training Council’s training curriculum for recruits, in-service training, supervisors, and dispatchers.

Finally, sometime in the next two weeks you will be receiving further information about the toll-free hotline number **(1-866-6RACIAL)** established by the Executive Office of Public Safety in accordance with the new law. This toll-free number will begin operating on ***April 1, 2001***.

Thank you for your cooperation and assistance in ensuring that the important issue of racial and gender profiling is appropriately addressed by law enforcement. If you have any questions relating to the enclosed material or implementation of the racial and gender profiling law, please contact Susan Prosnitz, General Counsel for the Executive Office of Public Safety, at (617) 727-7775 ext. 25517.

Stay safe.

Sincerely,

Jane Perlov  
Secretary of Public Safety